



APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES

(775) 782-9860

Fax (775) 782-9083

<http://www.douglascountynv.gov>

Dear Applicant,

Thank you for your interest in employment with Douglas County. We would like to take this opportunity to explain our recruitment process and answer some frequently asked questions.

- ◆ Applications are accepted for open positions only. Please indicate the title of the position for which you are applying on EACH application.
- ◆ You may access our application and open positions at our WEBSITE www.douglascountynv.gov or our JOBLINE at (775) 782-9824.
- ◆ A MASTER application may be completed. A clear photocopy of the application is acceptable for each position for which you are applying. Please provide a specific job title, original signature and current date on EACH photocopy. Please be advised that Human Resources is not able to make photocopies for applicants.
- ◆ Faxed applications are acceptable. Our fax number is (775) 782-9083.
- ◆ Resumes are not accepted in lieu of applications. However, applicants may attach a resume to their completed application.
- ◆ Applications and ALL REQUIRED DOCUMENTATION must be received by our office, on or before the closing date. Please be advised that no exceptions will be made.
- ◆ Please allow at least two weeks after the closing date for processing, before contacting our office regarding the status of the position. You will receive a written response from us within 30 days unless the recruitment is delayed.

If you have any further questions, please do not hesitate to contact our office. Once again, thank you for your interest in employment with Douglas County.

Douglas County Human Resources Staff



Douglas County Employment Application

Received:

Human Resources
1594 Esmeralda Avenue, 1st Floor, P. O. Box 218
Minden, Nevada 89423
www.douglascountynv.gov
(775) 782-9860 – (775) 782-9083 Fax

If you have a disability and believe you require special accommodations during the selection process, please contact Human Resources to make the appropriate arrangements.

Position Applied For: _____ ☐ Full Time ☐ Part Time ☐ Seasonal/Temporary

Please answer each question completely. Please type or print clearly and legibly. Applications not filled out completely will not be considered. Return completed application to Douglas County Human Resources. Separate applications must be filed for each position. Photocopies of this application will be accepted with an original signature. Faxed copies are accepted by the deadline date at (775) 782-9083. Resumes accepted when attached to a completed application.

Name _____ Date _____
Address _____ Email Address _____
City _____ State _____ Zip Code _____ Telephone _____
Cellular Phone _____

On what date would you be available for work? _____ Desired Salary _____

Have you received a job announcement for this position? ☐ Yes ☐ No

Do you understand the job requirements for this position? ☐ Yes ☐ No

Can you perform the requirements of this job with or without reasonable accommodations? ☐ Yes ☐ No

Are you at least 18 years of age? ☐ Yes ☐ No
If No, please state your age: _____

Have you ever been employed by Douglas County? ☐ Yes ☐ No
If Yes, state the year employed and department: _____

Do you have relatives employed by Douglas County? ☐ Yes ☐ No
If Yes, please list name(s), and departments where employed:

Name _____ Department _____ Relationship _____

Name _____ Department _____ Relationship _____

Are you legally eligible to work in the United States? ☐ Yes ☐ No
Following an offer of employment, you will be required to submit verification of your legal right to work in the United States.

Have you **EVER** been convicted of, pled guilty or nolo contendere to (no contest), or been granted deferred adjudication (deferred judgment) for a felony or misdemeanor crime, other than a minor traffic violation. ☐ Yes ☐ No
If yes, state the date, location and nature of the offense: _____

A conviction or guilty plea will not necessarily disqualify you from this job. If yes, list all such offenses and provide date, name of court, and disposition. Failure to disclose all convictions, pleas of guilty, pleas of nolo contendere (no contest), or have been granted deferred adjudication (deferred judgment), other than a minor traffic violation, is a violation of Title 2 of the County Personnel Regulations, Section 2.02.090, and if hired will result in termination of employment.

Have you ever been discharged or terminated from any place of employment? ☐ Yes ☐ No
If so, please explain: _____

NOTE: A termination or a conviction will not necessarily disqualify you from employment. It will be considered in terms of work to be performed.

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List job-related Certificates/Licenses, Registrations or Training related to the position for which you are applying:

	Date Completed
_____	_____
_____	_____
_____	_____
_____	_____

SPECIAL SKILLS:

List any special skills you possess and/or equipment/tools or office machines you can operate related to this position:

Type: WPM_____ Computer/Software Skills_____

EDUCATION RECORD

Did you graduate from high school? ☐ Yes ☐ No

If No, did you receive a GED certificate? ☐ Yes ☐ No

Did you graduate from college? ☐ Yes ☐ No

School	Name and Location	Units	Major Study	H.S. Diploma/Degree Earned
High School				
College				
Trade/Business				
Graduate School				

MILITARY SERVICE

Have you ever been a member of the Armed Forces? ☐ Yes ☐ No

Branch_____ Rank_____ Discharge Type_____

Duties:_____

EMPLOYMENT HISTORY

Provide information regarding all paid, military, and volunteer work within the past ten years. Describe your current or most recent position first; then list other relevant positions in order, working down from the most recent. Use a separate block for each position – even if employment was with the same organization. Use additional sheets if necessary. Do **NOT** use references such as “See Resume” in place of completing this section. Insufficiently completed applications will not be considered.

Employer: _____ Position: _____

Address: _____ From:(Mo.Yr.) _____ To:(Mo. Yr.) _____

Starting Salary: _____ Ending Salary: _____ Number of Employees Supervised: _____

Supervisor's Name/Title: _____ Telephone: _____

Related Duties: _____

Reason for Leaving: _____

Employer: _____ Position: _____

Address: _____ From:(Mo.Yr.) _____ To:(Mo. Yr.) _____

Starting Salary: _____ Ending Salary: _____ Number of Employees Supervised: _____

Supervisor's Name/Title: _____ Telephone: _____

Related Duties: _____

Reason for Leaving: _____

Employer: _____ Position: _____

Address: _____ From:(Mo.Yr.) _____ To:(Mo. Yr.) _____

Starting Salary: _____ Ending Salary: _____ Number of Employees Supervised: _____

Supervisor's Name/Title: _____ Telephone: _____

Related Duties: _____

Reason for Leaving: _____

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Employer: _____ Position: _____

Address: _____ From: (Mo. Yr.) _____ To: (Mo. Yr.) _____

Starting Salary: _____ Ending Salary: _____ Number of Employees Supervised: _____

Supervisor's Name/Title: _____ Telephone: _____

Related Duties: _____

Reason for Leaving: _____

May we contact all employers listed? Yes ☐ No ☐ (Attach a list of any exceptions with an explanation).

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other information that is not included in this employment application.

PERSONAL REFERENCES

Give the name, address (home or business) and telephone number of three professional references **NOT RELATED** to you who have knowledge of your character, work experience, ability and accomplishments.

Name	Address	Occupation	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AGREEMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** to indicate you have read, understand, and agree with each of the statements. If you have questions, contact Human Resources at (775) 782-9860.

_____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

_____ Employment will be *at will* unless specifically stated to be otherwise. "*At will*" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason.

_____ This application is the property of Douglas County and will become part of my personnel file if I am hired.

I certify that all statements contained on this application are true and correct. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Signature of Applicant: _____ Date: _____

APPLICANT DATA RECORD

Position Applied For _____

Date _____

The information requested on this form will be used by Douglas County Human Resources for research and statistical purposes only. Federal and State laws make it unlawful to discriminate in employment on the basis of race, color, religion, national origin, disability or age. Your participation is voluntary and would be greatly appreciated. This information will be kept separate and confidential and will not be used to make any employment decision.

Date of Birth ____/____/____ Male ____ Female ____

Are you a disabled veteran? ____ Yes ____ No

Are you a veteran of the Vietnam era? ____ Yes ____ No

Choose one ethnic group with which you most closely identify:

- ____ White
- ____ Black
- ____ Asian
- ____ American Indian/Alaskan Native
- ____ Hispanic or Latino
- ____ Native Hawaiian/Pacific Islander
- ____ Two/More Races (Not Hispanic/Latino)

How were you referred?

- ____ Walk-In
- ____ Newspaper (please specify)
- ____ Job Flyer
- ____ State Employment Office
- ____ Professional Journal or Trade Publication (please specify)
- ____ College Placement Service
- ____ Friend or Relative
- ____ County Employee
- ____ Other (please specify)